

May 12, 2011

PERSONNEL COMMITTEE MEETING MINUTES

At 6:00 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, Doreen Noble, and Deborah Christen. The May 5th meeting was postponed until May 12th.

On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve:
3. Personnel Change/Hiring Notifications:
4. Review of Previous Meeting Minutes: Minutes of April 17, 2011 (William 1st, Deb 2nd) meeting were approved.

Current Business:

1. Job Description Format Project: On hold until next meeting. Chair will meet with Town Manager and designated HR personnel. Chair will also meet with Council on Aging Director..
2. Discussion on, Review of Progress and Assignments of LPC Initiatives: No action.
3. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format Discussion, Discussion on, Review of Progress and Assignments of LPC Initiatives for 2011, Changes to LPC website, and Next Meeting Agenda.

The next scheduled meeting will be on June 2, 2011 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb 1st, William 2nd) at 6:10 p.m.

Respectfully submitted,

Deborah Christen, Secretary